

School Council Constitution/Bylaws

TUCSON UNIFIED SCHOOL DISTRICT GRIJALVA ELEMENTARY SCHOOL SHARED DECISION-MAKING SCHOOL CONSTITUTION AND BYLAWS

I. PHILOSOPHY, VISION AND MISSION STATEMENTS

The School Council shall implement the mission and philosophy of Grijalva Elementary School. This shall be accomplished through the cooperative efforts of school personnel, parents, students, and community members.

PHILOSOPHY STATEMENT

We believe that Grijalva Elementary School should provide successful experiences for each student. We recognized that each child is unique and should be given opportunities to develop and experience a wide range of intellectual, cultural, social, recreational and civic interests so that each may become a productive and responsible member of society.

MISSION STATEMENT

Grijalva Elementary School promotes academic achievement for all students in a safe and positive learning environment.

VISION STATEMENT

The Grijalva School community promotes the success of all children by:

- Supporting each child's academic, emotional, and social success;
- Defining and communicating expectations;
- Modeling and acknowledging positive behaviors;
- Providing equitable educational opportunities for all children;
- Respecting all learners; and

- Valuing a caring culture that extends to families and the community.

PURPOSE

The purpose of the School Council is as follows:

- A. Meets the Arizona Revised Requirements of establishing School Councils ARS sec. 15-351
- B. ARS 43-1089.01 Tax Credit
- C. To improve student learning by creating environments responsive to diverse student needs.
- D. Any and all other duties as assigned by Governing Board or State statute

II. MEMBERS

A. Membership

School Council members shall be elected by their own constituent group. The School Council shall be made up of the following members:

1. Certified faculty - at least two (2), but not more than three (3).
2. Educational support staff members - two (2) (examples include office manager, custodian, food service personnel, campus monitors, etc.)
3. Parents or guardians of pupils enrolled in the school - at least two (2), but not more than three (3). Parents should not be employed at the same school as their student.
4. Principal – one (1).
5. Community Member - one (1).
6. The School Council will also include a member facilitator.
7. The School Council will also include a member secretary.

B. Selection Process

1. Parent Members will be elected by a PTA vote of parents at a PTA meeting for the following year by the current PTA.
2. Teacher members will be nominated and voted on by the faculty. An effort will be made to have at least one teacher from the primary grades and one from intermediate grades.
3. EDUCATIONAL SUPPORT PERSONELL AND CERTIFIED FACULTY WILL be elected by constituents at one staff meeting in April.
4. A potential community member will submit a letter of interest and to be elected by a majority vote of the School Council members.
5. The number of parent members shall be equal to the number to certified staff.

6. Parents and teachers shall constitute a majority of the School Council members.

C. Terms of office

1. The Principal will be a permanent member of the School Council.
2. Members will serve a term of two (2) years. Existing members may go through the selection process after the two-year term.
 - a. Certified staff
 - b. Educational Support staff
 - c. Parents
 - d. Community Member
 - e. Facilitator
3. The terms of office of each School Council Member shall be from July 1 to June 30.
4. Members will be elected at Newly elected committee will begin their term in April of the current school year to provide continuity and overlap between committees of successive years.

D. Attendance at School Council Meetings

1. The School Council meetings are open to THE PUBLIC. any interested individuals and upon recognition by the facilitator, may address the School Council. Following the completion of the agenda, further opportunities will be extended for any individuals to raise questions or offer suggestions for future consideration as tie permits.
2. Regular attendance or notification of absence is required. Non-attendance of three meetings may imply an inability to serve. The School Council CONSTITUENCY representative may approach said member to determine the intent to serve.
3. Voting may be done by proxy, by the executive members (must be in written form by an absent member and submitted to the facilitator prior to the meeting).
4. If an elected School Council member misses THREE MEETINGS, 25% of the meetings, the constituency may replace or impeach their representative.
5. IMPEACH?

E. Resignation, Vacancies and Replacements of School Council Members

1. Any member may resign at any time by giving written notice to the School Council. Unless otherwise specified in such written notice, the resignation shall take effect upon receipt of the notice. The acceptance of the resignation shall not be necessary to make it effective.

2. Vacancies that occur during the term of office will be filled according to established election procedures. If a vacancy occurs within the last nine weeks of the office, the constituency group can appoint a replacement to complete the term of office.

III. DUTIES OF THE SCHOOL COUNCIL

A. Responsibilities

1. The School Council shall be responsible for making decisions supporting the goals as established by section I. Addressing those issues, property and interests of the school and may exercise all powers that may be granted to any such School Council association except those powers which are expressly limited by applicable laws. Personnel matters shall follow TUSD Board policy and state and federal guidelines.
2. The School Council shall have scheduled meetings throughout the year that would include a minimum of four quarterly meeting. Special meetings can be called by 1.) The facilitator, 2.) 25% of the sitting School Council members, or, 3.) 25% of any representative group.
3. The School Council shall establish and maintain for each fiscal year a master calendar of School Council events for each of the committees conducting business as part of the shared decision-making record of activities. Monthly updated copies will reflect specific time lines, those events that occur annually, other committee activities, and responsibilities as they arise.
4. Items submitted for the agenda shall be in writing and may be provided by any member of the School Council. Other members of the administration, staff, parents, and students shall submit their items for the agenda to any School Council member for inclusion one week before the next scheduled meeting.
5. The School Council shall follow, amend, create, or recommend responsibility for the school Management, Assessment and Planning (MAP). The areas of responsibility for the School Council shall be to plan and act as an oversight committee for the school's MAP. The committee shall have the responsibility to make recommendations.
6. The School Council may recommend changes in policies and procedures.
7. The School Council may take initiatives to the appropriate members of the faculty, staff, parents, students and/or community members for a simple majority vote.
8. To fulfill the duties prescribed by federal state district and school guidelines.

B. Conduct

1. The committee shall reach decisions by a simple majority vote of participating members.
2. An issue may be forwarded to the entire school community or any constituent body of the school community for a majority vote.
3. Meetings shall be conducted in accordance with Arizona Open Meeting Law and all applicable state laws.

C. Voting

1. At all meetings of the School Council, each member shall have one vote.

IV. PROCEDURES FOR ARRIVING AT DECISIONS QUORUM OR MAJORITY FACILITATOR'S VOTE

A. Quorum

1. A simple majority of the School Council members entitled to vote shall be necessary and sufficient to constitute a quorum for the transaction of any business.
2. To pass a proposal a simple majority of the voting members of the School Council present at a meeting is required.
3. The facilitator of the School Council may vote on all ACTIONS placed before the School Council.

V. APPEAL

PROCEDURE FOR APPEAL BY THE GRIJALVA COMMUNITY

A School Council decision may be appealed according to the established procedures.

THE PROCEDURE FOR APPEALING A SCHOOL COUNCIL DECISION ARE:

1. All appeals must be submitted in writing.
2. Appeals must have 75% approval of the constituents for classified and certified staff. Parents must sign a petition of 75 Grijalva parents and 75 community members.
3. The School Council will act on the appeal in a timely manner.
4. Successful appeal would require 75% AFFIRMATIVE VOTE of the School Council.

VI. PERMANENT COUNCIL RECORDS

THE SCHOOL COUNCIL WILL MAINTAIN OFFICIAL RECORDS

The School Council shall direct, compile and maintain the following records:

1. Annual Calendar of events. Monthly Calendar. Agenda of meetings.
2. Minutes of all official action on each agenda. To include the voting record of each School Council member.
3. Attendance at School Council meeting.
4. Such other records as required by subsequent action of the School Council.

VII. AMENDMENTS

The constitution and/or the bylaws of the School Council shall be subject to alteration by amendment. Amendments must be approved by a two-thirds (2/3) vote of the staff and parents present provided that notice of the meeting and the proposed changes are set forth in writing at least one week prior to voting. Any member of the school community may propose an amendment.

VIII. ESTABLISHING STANDING COMMITTEES

STANDING AND AD HOC COMMITTEES SHALL BE FORMED BY THE SCHOOL COUNCIL AS NEEDED. THE SCHOOL COUNCIL WILL ASSIGN THE COMMITTEE A TASK AND TIMELINE. THE DESIGNATED LIASON WILL COMMUNICATE THESE ITEMS WITH THE SCHOOL COUNCIL ON A REGULAR BASIS.

A. Standing AND AD HOC Committees

One member of each standing committee shall be A School Council member SHALL BE designated as a liaison between the School Council and the committee formed as needed.

1. THE FINANCE AND FACILITIES COMMITTEE

All fund raising
School Budget
Grants
School aesthetics
School environments (patio, field)
Facility use areas (cafeteria, room assignments, conference rooms)
Safety
TITLE I
CLASSROOM SITE FUND/301

2. THE CURRICULUM AND PROCEDURES COMMITTEE

Content
Record keeping (grades, cumulative records, etc.)
ACTION 2000 (?)
Scheduling (school day, teaching assistants, hours, specialists)
Class assignments
Master scheduling and development

School Calendar
TITLE I
CLASSROOM SITE FUND/301

3. THE VOLUNTEER AND SPECIAL PROGRAMS COMMITTEE
4. THE PUBLIC RELATIONS COMMITTEE
Communication between District and Community
Visitors
Student awards and recognition (TO 6A JOB DESCRIPTION)
Staff awards and recognition
5. THE TRAINING AND STAFF DEVELOPMENT COMMITTEE
In-services
Training
6. THE DISCIPLINE SCHOOL ENVIRONMENT COMMITTEE
 - A. CORE TEAM (PBIS)
 - B. REVIEW PLACEMENT COMMITTEE (ARS ??)
 - C. DISCIPLINE COMMITTEE
7. SPECIAL AD HOC COMMITTEES
 - A. May be formed as the need arises.

IX. RATIFICATION OF THE CONSTITUTION

The ratification of this constitution of the School Council shall be effective upon the majority vote of the entire staff.

THE GRIJALVA STAFF AND PARENTS RATIFIED THIS CONSTITUTION ON

(Month, Day, Year)

THE GRIJALVA STAFF AND PARENTS RATIFIED THESE BYLAWS ON

(Month, Day, Year)